

## **Special Bailiff Procedures:**

When service of process can not be accomplished by the use of the sheriff's department or other special circumstance require, an attorney may request the appointment of a special bailiff to serve process. Pursuant to JRP 1412, the Circuit Court Administrator's Office expedites the processing of these requests for all circuit and family division circuit cases (the district court administrator's office handles the district court cases.) The following procedures should be followed in order to expedite the processing of your request for appointment of a special bailiff in a circuit action:

- 1. Attorneys must submit an affidavit containing specific reasons why a Special Bailiff should be appointed by the judge. This affidavit must be signed and notarized.**
- 2. An order appointing a Special Bailiff must be submitted. The affidavit and order may be on the same page, and only the original is required – please do not submit any additional copies of the order.**
- 3. Two (2) ISSUED summonses. The summons must have already been issued by the Circuit Clerk's office prior to delivery to the Court Administrator's Office.**
- 4. A copy of the complaint or petition – whatever documents you wish served with the summons.**

All the above documentation is required for prompt processing and should be delivered to the Judicial Center, 2<sup>nd</sup> Floor, Circuit Court Administrator's Office. Once you have all the above completed documents, please place them in the Special Bailiff box located on the front counter in the Court Administrator's Office.

**1. If the paperwork is not complete, it will not be completed for your office. We will attempt to contact your office by phone.**

**However, if there is no communication or no return phone call within two (2) business days, your paperwork will be returned.**

- 2. The order must specify the name of the Jefferson County Approved Special Bailiff. Our office will not recommend any particular Bailiff.**
- 3. The order must specify a reason the Special Bailiff is being requested.**
- 4. Please do not exceed three bailiff names on your order.**
- 5. The order will be reviewed by a judge, and will be processed within two (2) business days.**
- 6. When the order has been signed, the Special Bailiff will pick up a copy of the order and the attached paperwork**

**which will be located in their designated folder in the Court Administrator's Office.**

Please note that if you clock and drop this paperwork in the Circuit Clerk's Office, or if you present these motions to the Judge at motion hour, they will be properly directed to Court Administration, possibly unnecessarily slowing the processing.

**If you have any questions about special bailiff procedures, please contact Shelly Knopf, Circuit Court Administrator. [ShellyKnopf@kycourts.net](mailto:ShellyKnopf@kycourts.net) or (502) 595-3032.**